



Embassy of the United States of America
Kyiv, Ukraine

JOB OPPORTUNITY ANNOUNCEMENT

020

Date: June 21, 2013

TO: ALL MISSION PERSONNEL

FROM: CHRISTOPHER NEWTON – HUMAN RESOURCES OFFICER

SUBJECT: ECONOMIC ANALYST, PART-TIME POSITION

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

POSITION TITLE: **ECONOMIC ANALYST**

OPEN TO: **U.S. Citizen Eligible Family Members ONLY**
(see the definition below)

GRADE LEVEL: **FP-06* (FULL PERFORMANCE LEVEL)**

WORK HOURS: **Part-Time (20-30 hours per week)**

OFFICE LOCATION: **Economic Section**

OPENING DATE: **mid-August 2013**

DEADLINE: **July 8, 2013 at 6 P.M. Kyiv Time**

** FP-06 is subject to confirmation with Washington.*

DEFINITIONS:

U.S. Citizen Eligible Family Member (USEFM) is:

- (1) U.S. citizen; and
- (2) The spouse *or domestic partner (as defined in 3 FAM 1610)* of the sponsoring employee, or a child of the sponsoring employee who is an unmarried *child* at least 18 years old; and
- (3) Listed on the travel orders *or approved Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan; and who is under chief of mission authority, and either:
 - (a) Resides at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; or
 - (b) Resides at an involuntary separate maintenance allowance (ISMA) location authorized under [3 FAM](#) 3232.2. If residing at an ISMA location, the individual will not be listed on the sponsoring officer's travel orders, but will have a Form [SF-1190, Foreign Allowances Application, Grant and Report](#), processed authorizing ISMA.

BASIC FUNCTION OF POSITION:

The positions are located in the Economic Section of the Embassy and report to the Deputy Economic Counselor. The portfolios focus on Ukrainian business trends, biographic reporting, agricultural, environment, science, technology, social, energy and assistance-related issues.

MAJOR DUTIES AND RESPONSIBILITIES:

- Monitors, analyzes and reports on developments in Ukraine's economy. Subject areas include Ukrainian business trends and biographic reporting; social conditions and policy (education, health, and public assistance); agricultural policy and reform; aviation and maritime issues; developments in the telecommunications sector; science and technology issues, commercial and business disputes, energy issues, microeconomics, and issues related to the provision of U.S. assistance to Ukraine. Contributes to research, preparation and drafting of Ambassadorial and Economics Counselor correspondence, talking points, non-papers, and cables on subject areas and other areas of interest to the Economics Section of the U.S. Embassy as required.

70%

- Assists with preparations for visits and delegations and with other administrative duties and visitor scheduling as is necessary. **25%**

- Maintains liaison with other USG agencies working on economic issues, including Foreign Commercial Service, Foreign Agricultural Service and USAID, among others. **5%**

REQUIRED QUALIFICATIONS:

EDUCATION:

- Bachelor's degree in economics, liberal arts or related field is required.

WORK EXPERIENCE:

- Three years of experience in a governmental, non-governmental organization, international organization, business, legal, educational, professional or think tank environment where reading, writing, research, critical thinking, and other intellectual skills are required on a regular basis.

LANGUAGE:

- Level IV (fluent) in English is required.

KNOWLEDGE:

- A thorough knowledge of USG policy is necessary. Good working knowledge of the Mission and section as well as about Ukraine, good understanding of business and economic issues are required.

SKILLS AND ABILITIES:

- Must be able to work with mid to high-level Ukrainian Government contacts and with management of U.S. businesses. Must be able to use common computer programs, e-mail, word-processing, spreadsheets. Strong English-language writing skills are required.

APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 and submit it to the Embassy Human Resources Office **by COB July 8, 2013**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically, but still must be printed, signed and emailed to: KyivHR@state.gov or faxed to: [521-51-55](tel:521-51-55).

Note: Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

ADDITIONAL SELECTION CRITERIA:

- This position is subject to funds availability and the job offer to a successful candidate will be extended upon receiving an endorsement on the position's budget.
- The position has been designated as sensitive and therefore must have recruitment restricted to U.S. Citizens ONLY. The incumbent of the position must be able to obtain and hold a **Secret (S) Security Clearance as determined by the Bureau of Diplomatic Security**.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- **U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980.** Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- All qualified EFM applicants will be interviewed by HRO, CLO and the Selecting Officer and will be ranked against the announced job requirements. The Selecting Officer will make a recommendation for employment to the Post Employment Committee which must be supported by a majority of votes. Final approval for the selection must be endorsed by the Deputy Chief of Mission.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED:

EHorst-ECON (by e-mail)